

Town of Windham – Records Retention Committee

Meeting Minutes

Date: Thursday, June 21, 2012 at 2:30pm

Meeting Location: Community Development Department

Members in attendance: Nicole Merrill, Roger Hohenberger, Margaret Case, Doreen Demone, Rex Norman, and special guest, Mimi Kolodziej from the Community Development Department.

Attendance Note: Dana Call, Kathleen DiFruscia, Ruth Robertson and Bob Skinner were excused.

Agenda: Review revised retention schedule for the Community Development Department

Discussion:

- Reviewed revised schedule prepared by Mimi. Committee agreed it was in an acceptable format. Discussion ensued and noted the following corrections:
 - Header typo “Finance Administration” should read “Community Development”.
 - Record Name “Comprehensive Economic Development Strategy (CEDS) Reports 2002, 2203, 2007” typo should be 2003.
 - Heading boxes should also appear on Page 2.
- Rex questioned the security of the location of Community Development records, i.e. fire protection. Discussion included the possibility of fire proof file cabinets and structural integrity of building to support the weight. Roger expressed cost concerns.
- Margaret questioned the requirement to sent Town Clerk official minutes of meetings. Is this being done? Need to discuss policy of preserving minutes. Currently minutes are maintained electronically.
- Committee agreed to draft a letter to Dave Sullivan to request that all Committees send paper copies of Approved minutes to the Town Clerk. (from 2012 forward).
- Committee voted unanimously to accept Mimi Kolodziej as a regular member.
- Next meeting – July 19th 2:30 - to review Road Agent & Transfer Station retention schedules – Location - Community Development meeting room.
- Committee voted unanimously to approve April 19th and May 17th minutes.
- Motion to adjourn – 3:07pm.